PUBLIC EMPLOYEES RETIREMENT SYSTEM
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	**RELEASE DATE:**	Friday, October 30, 2009
POSITION TITLE:	COMET - Pension Systems Resumption (PSR) Project Manager	**FINAL FILING DATE:**	Wednesday, November 18, 2009
CEA LEVEL:	CEA 3	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 8,594.00 - $ 9,476.00 / Month	**BULLETIN ID:**	10302009_1

POSITION DESCRIPTION

CalPERS also offers a performance award program with the ability to earn an award up to 15% of base pay.

SALARIES WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE CURRENT FURLOUGH PROGRAM.

LIMITED TERM POSITION (for the duration of the project)

BACKGROUND:

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over $200 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over $10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves over 1.3 million members in the Health Program.

The COMET - Pension System Resumption (PSR) Project is CalPERS $400+ million legacy modernization initiative to develop a consolidated information technology platform to support its Pension and Health lines of business. The new system, MylCalPERS will significantly transform they way CalPERS does business with its members and employers. The Project is in its third year; design, build and the technical architecture are complete. Over the next year, the Team will focus on completing system and customer acceptance tests, data conversion, training and implementation. The system is scheduled to complete in September 2010.

DUTIES / RESPONSIBILITIES:

Under the general direction of the Assistant Executive Officer, Information Technology Services Branch (ITSB), the CEA 3 has full management responsibility for successful completion of the COMET - Pension Systems Resumption Project (PSR). The CEA 3 provides advice and policy recommendations to the CalPERS Board of Administration, Finance Committee, Executive Staff, and Senior Management Staff. The CEA 3 recommends and implements department wide policies with significant impact on all CalPERS programs as it relates to the Project. The CEA 3 provides policy direction to CalPERS technical and program staff as well as outside consultants, in the daily management of the Project. The CEA 3 represents CalPERS before the public, Board of Administration and numerous statewide organizations in all matters related to the work of the Project.

The CEA 3 is accountable for ensuring alignment with two major CalPERS initiatives focused on organizational readiness – 1800 internal staff and 3600 business partners.

MINIMUM QUALIFICATIONS
Applicants must meet the following minimum qualifications:

Either I
Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II
Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III
Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV
Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES
Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

> (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Supervisory/administrative experience in a managerial capacity at least equivalent to Data Processing Manager III, with responsibility for policy development, program administration, and knowledge of major information technology policy and operational issues.

2. Experience analyzing complex IT policy issues and recommending solutions.

3. Demonstrated success leading large, complex IT government projects.

4. Strong management skills, particularly in the area of information technology, knowledge of the principles of project management, and the demonstrated ability to facilitate the establishment of priorities, provide policy direction, and to manage an enterprise-wide strategic project.

5. The demonstrated ability to develop creative and innovative solutions to a variety of technology issues.

6. Demonstrated communication and negotiation skills and experience presenting issues before a wide range of audiences, including a board or similar body.

7. Demonstrated ability to develop and foster good working relationships with business and technical peers, high-level executives and external partners.

8. General knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

9. Certification by a recognized project management organization.

PERSONAL CHARACTERISTICS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

EXAMINATION INFORMATION
A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **COMET - Pension Systems Resumption (PSR) Project Manager**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

Address for hand-delivery: Human Resources Division, 400 P Street, Room 3260, Sacramento, CA

APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, NOVEMBER 18, 2009.

Questions concerning this examination should be directed to Alda Ferreira at (916) 795-0426.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Resume must be included with application
- Names and telephone numbers of at least two references

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resources Division
400 Q Street, Room 3260, Sacramento, CA 95811

Alda Ferreira | 916 / 795-0426 | Alda_Ferreira@CalPERS.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt